



Foreign Affairs Manual

VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-69

Date: August 21, 1997

SUBCHAPTER 210

BUREAU OF ADMINISTRATION (A)

MAJOR CHANGES

1. This issuance covers the creation of three (3) new divisions within the Messaging Systems Office (A/IM/MSO):

Special Messaging Operations Division (A/IM/MSO/SMO);
Main State Messaging Center Division (A/IM/MSO/MSMC); and
Belltsville Messaging Center Division (A/IM/MSO/BMC);

Some material is entirely new.

2. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS for Paper Copies

1. Remove and destroy the text of the old 1 FAM 210, as well as Exhibit 211.3 (issued under TL:ORG-68, dated 5-11-97; 100 pages total) and replace it with the attached revised subchapter 210 and Exhibit 211.3 (115 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:ORG-69, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB,

directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices holding hard copy versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-647-1632, FAX 202-736-4269, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/IM)